

# Field Trip Information

## Before Your Visit

- Find pre-visit lesson plans [here](#)
- Print out “A Kentucky Journey” [scavenger hunt](#) sheets if you plan for your students to do this activity. (Bring pencils. We provide clipboards.)
- Print a bus map (if applicable) for each driver.
- Print your day’s itinerary.
- Get your payment together. Cost is \$2 per person to see “A Kentucky Journey,” the Hall of Governors and “Kentucky Military History Treasures.” Add \$1 per person for the Old State Capitol. If you visit just the Old State Capitol, the cost is \$3 per person. We accept cash, check (made out to the Kentucky Historical Society), credit card (Visa, MasterCard or American Express) or purchase order.
- Determine this information to provide when you pay:
  - Number of students and adults in the group: \_\_\_\_\_
  - Will your group will be doing “A Kentucky Journey” scavenger hunts?
  - Will your group visit the Stewart Home School 1792 Store gift shop?
  - Will your group have lunch on site? \_\_\_\_\_

## Day of Visit

**Please call us if you expect to arrive later than your scheduled time: 502-564-1792.**

## Bus Drop Off

Buses must drop off at the Ann Street entrance to the Thomas D. Clark Center for Kentucky History. Give this [map](#) to your bus driver. It has drop-off and parking information. Buses cannot drop off at the front entrance or park where they drop off passengers. They must park at River View Park. Personal vehicles may park in the Broadway Street lot and passengers may enter the front door.

## Entering the Thomas D. Clark Center for Kentucky History

Use the buzzer to the right of the Ann Street doors to let us know you have arrived. We will buzz you in.

## Restrooms

Your students can use restrooms in the Ann Street lobby (to the right of the entrance) while you pay. Please note that the restrooms at the Old State Capitol and Kentucky Military History Museum do not accommodate large groups and plan accordingly.

## Payment

To pay, proceed through the glass double doors, through the Hall of Governors and into Commonwealth Hall. You may walk under the staircase or around it to the front desk.

**Provide This Information**

When you pay, please let front desk staff know:

- Number of students and adults in the group
- Whether your group will be doing “A Kentucky Journey” scavenger hunts
- Whether your group visit the Stewart Home School 1792 Store gift shop
- Whether your group have lunch on site

**Ask for a Field Trip Evaluation Form**

We want to know how about your visit. Pick up a form at the front desk and be sure to leave it before you end your day.

**Gather Your Students**

Before you enter “A Kentucky Journey,” gather your students on the giant map of Kentucky in front of the front desk for a welcome from a KHS staff person. You may distribute scavenger hunt sheets at this time. We will have clipboards for your students to use.

**Old State Capitol**

Before your Old State Capitol tour, give your students a restroom break. The restrooms at the Old State Capitol cannot accommodate large groups. Allow time for your group to walk two blocks to the Old State Capitol.

If the Old State Capitol tour is the first or only thing on your schedule, please arrive at the Thomas D. Clark Center for Kentucky History at least 15 minutes before your tour time to allow time to pay, as well.

**Lunch**

You can have lunch on the Old State Capitol lawn or in the garden of the Thomas D. Clark Center for Kentucky History. If weather does not permit, please ask the front desk for an alternate location. Space is limited, so we allot it on a first-come basis.